



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: October 28, 2014

DATE: October 8, 2014
TO: Board of County Commissioners
FROM: John Listinsky, Director of HR/Labor Relations
328-2089, jlistinsky@washoecounty.us
THROUGH: Joey Orduna Hastings, Assistant County Manager
328-2000, jhastings@washoecounty.us
SUBJECT: Recommendation to approve a reclassification request of a vacant Office Support Specialist, pay grade H, to an Administrative Assistant I, pay grade K (Manager's Office); a vacant Custodial Worker, pay grade B, to an Administrative Secretary Supervisor, pay grade K (Community Services Department); and a Water Rights Manager, pay grade P, to a Water Management Planner Coordinator, pay grade P (Community Services Department), as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$44,157. (All Commission Districts)

SUMMARY

Recommendation to approve a reclassification request of a vacant Office Support Specialist, pay grade H, to an Administrative Assistant I, pay grade K (Manager's Office); a vacant Custodial Worker, pay grade B, to an Administrative Secretary Supervisor, pay grade K (Community Services Department); and a Water Rights Manager, pay grade P, to a Water Management Planner Coordinator, pay grade P (Community Services Department), as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$44,157.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

Periodically, the Board approves reclassifications as necessary during the fiscal year to support department reorganizations and realignment of resources to improve efficiency and effectiveness.

On September 23, 2014, the Board approved reclassification requests of a Librarian II to a Librarian III (Library), a vacant Principal Fiscal Analyst from pay grade R to pay grade S (County Manager), a vacant Sr. Technology Systems Developer to a Technology Systems Developer II (Technology Services), and a Registered Nurse I to a Guardian Case Manager, pay grade L (Public Guardian)

AGENDA ITEM # 14B

On July 22, 2014, the Board approved reclassification requests of a part-time Legal Secretary to a part-time Account Clerk II (Juvenile Services) and a Heavy Equipment Operator to a Safety/Training/EOC Coordinator (Community Services).

On June 17, 2014 the Board approved reclassification requests submitted and evaluated during the annual budget process.

BACKGROUND

Job evaluation and position classification are core processes at the heart of the County's Compensation Plan. These processes ensure that employees are paid consistently with respect to the responsibilities they are assigned and the work they perform. The Compensation Plan and associated salary structures form the infrastructure that compensates employees in a manner that is both internally equitable and externally competitive in furtherance of the concept of equal pay for equal work. The Department of Human Resources is responsible for working with county departments to ensure that job documentation reflects current job content.

Nevada Revised Statutes require provisions for the classification of all county positions, not exempt from the merit personnel system, based on the duties, authority and responsibility of each position with adequate provision for reclassification of any position whatsoever whenever warranted by changed circumstances. Washoe County Code and Board approved Guiding Principles (approved February 2002 and March 2003) define the job reclassification process to include the process for requesting classification and reclassification reviews. Also, employee association agreements contain provisions for classification and reclassification (e.g.: WCEA Articles 28, 35 & 47).

Department heads and managers are responsible for managing the classification and compensation plan adopted by the Board, to include first striving to ensure that assigned duties and responsibilities are commensurate with the job classification to which positions, and thus employees, are assigned. Department heads are also required to review and assess job duties proposed for reassignment prior to reassignment of those duties.

Reclassification of Existing Position:

| Department | Current Job Class | Recommended Job Class | Annual Cost |
|--------------------|--|---|-------------|
| County Manager | Office Support Specialist, pay grade H (\$19.27 - \$25.03) | Administrative Assistant I, pay grade K (\$23.03 - \$29.97) | \$13,070 |
| Community Services | Custodial Worker, pay grade B (\$14.04 - \$18.22) | Administrative Secretary Supervisor, pay grade K (\$23.03 - \$29.97) | \$31,087 |
| Community Services | Water Rights Manager, pay grade P (\$30.70 - \$39.90) | Water Management Planner Coordinator, pay grade P (\$30.70 - \$39.90) | \$0 |

County Manager

This position resides in the County Manager's Office, but is funded and dedicated full-time to the support of the Truckee Meadows Fire Protection District (TMFPD) under the terms of an inter-local agreement for administrative & technical services between the County and the Fire District. Due to the size and structure of TMFPD, a reorganization of job duties and positions is necessary to efficiently and effectively support the needs of the District. This position will become the Administrative Assistant to both the Fire Chief and the Deputy Fire Chief. In addition, this position will now coordinate all agenda packets for the Board of Fire Commissioners, write staff reports and be the lead Human Resources representative for the District.

Community Services Department

Both of these positions will reside in the Planning and Development Division of the Community Services Department (CSD). The Administrative Secretary Supervisor position is the most effective and efficient way to consolidate the accountability for the oversight of the 9 CSD boards and commissions that are managed by the CSD. The position will ensure that the open meeting law is adhered to for the boards and commissions, as well as oversee a work unit that is responsible for agenda management, minute taking and posting, report review, and code change upkeep and management.

The Water Management Planner Coordinator will oversee water planning and management efforts for all of unincorporated Washoe County and act as a liaison to TMWA as development occurs within the county outside the current Truckee Meadows Water Authority Service Area. This is work that was once completed for the General Fund; however, was transferred to the Water Utility. With the consolidation of the water utility and TMWA this position is once again necessary for sustainable water management in relation to development within the county.

FISCAL IMPACT

The estimated annual cost for the reclassification in the County Manager's Office is \$13,070. The additional cost will be absorbed within Truckee Meadows Fire Protection District's FY 14/15 budget. The estimated annual cost for the reclassifications in the Community Services Department is \$31,087. Total estimated net annual cost for these reclassification actions is \$44,157.

RECOMMENDATION

Recommendation to approve a reclassification request of a vacant Office Support Specialist, pay grade H, to an Administrative Assistant I, pay grade K (Manager's Office); a vacant Custodial Worker, pay grade B, to an Administrative Secretary Supervisor, pay grade K (Community Services Department); and a Water Rights Manager, pay grade P, to a Water Management Planner Coordinator, pay grade P (Community Services Department), as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$44,157.

POSSIBLE MOTION

Should the Board approve this recommendation, a possible motion would be:

Move to approve the reclassification request of a vacant Office Support Specialist, pay grade H, to an Administrative Assistant I, pay grade K (Manager's Office); a vacant Custodial Worker, pay grade B, to an Administrative Secretary Supervisor, pay grade K (Community Services Department); and a Water Rights Manager, pay grade P, to a Water Management Planner Coordinator, pay grade P (Community Services Department), as evaluated by the Job Evaluation Committee. Net annual cost of these actions is estimated at \$44,157.